

# How to create PDF reports for free

Report written by: Valleyken

Level: Easy



## *Introduction*

Why would you want to create PDF documents ?

- They are a popular way to publish information products (reports, e-books)
- PDF documents can be opened on most computers. MS Word documents, and e-books created with “e-book creation software” work only on MS Windows systems.
- Unlike MS Word documents, PDF documents can not be edited as easily by the people who read your e-book.
- You can get all the tools for free to quickly and easily create professional-looking reports or PDF e-books.

This report only shows you where to find the tools to create PDF documents for free. For more information on how to install or use the software, check out the documentation in the software or on their website.

## ***A free text editor***

A lot of people are familiar with Microsoft Word to create text documents. MS Word is a part of Microsoft Office, and is not free.

You can download a free “office suite” here with much of the same functionality:

<http://www.openoffice.org/>

## ***A free Doc-To-PDF converter***

You can download free software to create PDF-files here:

<http://www.pdf995.com/download.html>

- Download and install both the printer driver and the converter. You should then be able to use Export your files from OpenOffice to .pdf files

## ***Reading PDF files***

To read the PDF documents, you can use the popular and free Adobe Acrobat Reader. On newer computers, this is sometimes already installed on the computer.

<http://www.adobe.com/>

Of course, since you are reading this PDF document, that means you already have a PDF reader installed on your computer. You should be aware however that not everybody can open PDF documents without having to install a pdf reader first.

Sincerely, Valleyken

<http://helpdesk.adboardz.com>